

Management System: Requirements Management

Subject Area: Document Control Management

Procedure 3: Reviewing CBC MS Documents

Issue Date:
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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System Owners (MSOs) and/or Assistant Directors (ADs), Subject Matter Experts (SMEs), and Control Document SMEs who develop or revise CBC MS documents (i.e., Management System Descriptions [MSDs], Policy Statements, Program Descriptions, Subject Areas, and Procedures). See [CBC MS Document Hierarchy](#). New or revised CBC MS documents may result from a variety of sources including reviews, new/revised requirements, responses to questions/comments, feedback, etc.

2.0 Required Procedure

For New Documents and Major Revisions, this procedure follows after [Procedure 2, Preparing and Submitting CBC MS Documents](#).

Step 1	<p>A "review and comment" process is initiated when the SME emails instructions to the MSOs/ADs and other designated reviewers.</p> <ul style="list-style-type: none">• CBC Management System Descriptions and Policy Statements must be reviewed and approved by all ADs, the Deputy Director and the Director. The Small Site Federal Project Director/Field Element Managers, will also be given an opportunity for review.• Subject Area Descriptions, Procedures, Technical Instructions and Program Descriptions must be reviewed by the cognizant Management System Owner/Assistant Director. <p>NOTE: All New Documents and Major Revisions go through the CBC MS review and comment process. The CBC MS review and comment process is not required for minor revisions.</p> <p>NOTE: CBC Records Management staff (RMFOs) shall receive notification to review all draft-controlled documents to ensure inclusion of Records Management</p>
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	<p>requirements at document creation.</p> <p>NOTE: The Office of Civil Rights and Diversity and the Office of Legal Services will review all MSD's, SAD's, Policies, Procedures, and Program Descriptions.</p> <p>NOTE: Controlled Documents with parsed responsibilities will be reviewed and coordinated by all parsed organizations.</p>
Step 2	<p>The Author/SME:</p> <ul style="list-style-type: none"> • Sends an email to the MSOs/ADs notifying them of the 10 day review period and that the documents are located on K:/Policies, Procedures, and Plans. The email includes instructions which state: <i>NOTE: Only one person can access the file at a time. Also, Microsoft Word should be set up with your name in the user settings (Tools, Options, User Information, Name, Initials) so track changes recognizes the various reviewers and will automatically assign a color. Don't forget to save the document.</i> The reviewers access the draft document and enter comments by the stated deadline. • If zero comments are entered by the MSO/AD reviewing the document, they should send an email to the SME stating: Reviewed document, no comments.
Step 3	<p>When the review period closes, the Author/SME:</p> <ul style="list-style-type: none"> • Assesses the comments and identifies: <ul style="list-style-type: none"> ◦ Any comments that must be resolved outside the scope of the Management System (i.e., must be resolved by Department AD, other MSOs, and other resources). ◦ Any policy issues that must be addressed. • Determines an appropriate resolution to each comment, working with other staff as necessary. • Enters all comments and resolutions by annotating the comments, reviewer names and whether the comments were either incorporated or not into the Controlled Document by creating a separate working matrix. <p>If a MSO/AD did not review the document the initial 10 day period and no comments are received by the Author/SME, it shall imply concurrence/approval.</p>
Step 4	<p>The CBC Author/SME:</p> <ul style="list-style-type: none"> ▪ Uploads the draft Controlled Document (with track changes selected) back on K:/Policies, Procedures and Plans along with the separate working matrix. ▪ Sends a second email to the MSOs/ADs and/or reviewers so they can view the

	<p>Controlled Document, resolution of comments, and verify their comments are incorporated or deemed why not.</p> <ul style="list-style-type: none"> ▪ This second review shall be limited to 5 working days. ▪ If reviewers are not satisfied regarding their comments, they may speak with the SME for further resolution or clarification. <p>NOTE: If comments cannot be resolved between the reviewer and the SME, comment resolution will be handled by the appropriate MSO/AD. In the unlikely situation where comments cannot be resolved by the MSO/AD, the final resolution will be made by the CBC Director.</p>
Step 5	This procedure is concluded; go to go to Procedure 4, Approving CBC MS Documents

3.0 References

- [Procedure 2, Preparing and Submitting CBC MS Documents](#)
- [Procedure 4, Approving CBC MS Documents](#)
- [CBC MS Document Hierarchy Sample Comment Resolution Matrix](#)

4.0 Records Generated

The records table identifies those records generated during the work process described in any controlled document/procedure that shall be maintained to document activities or preserve historically valuable information after the work process is completed.

In accordance with IP-414-04, Quality Assurance Procedure, a determination needs to be made if these records are to be classified as quality assurance records. If it is deemed that these are quality assurance records, further classification of “lifetime” or “non-permanent” shall be made.

Records generated through implementation of this procedure are identified as follows and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
*ADM 16-01-A	Administrative Issuances –Reviewing CBC MS Documents	Office of the Director	Not Applicable

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.